

TRANSMITTAL

U.S. DEPARTMENT OF LABOR
Employment Standards Administration
Office of Federal Contract Compliance Programs

NUMBER: 247 DATE: May 24, 2001 ADM Notice/Other

1. **SUBJECT:** Outstanding Partnership and Liaison (OPAL) Award.
2. **PURPOSE:** (a) To outline the criteria and nomination process for the OPAL Award and (b) to solicit nominations for this award.
3. **FILING INSTRUCTIONS:** File in the Administrative Binder under "Other." The Transmittal Sheet may be filed separately or discarded at your option.
4. **OBSOLETE DATA:** ADM Notice/Other, issued December 10, 1999 under Transmittal #237 (Superior Achievement in Affirmative Action and Equal Employment Opportunity Award to be presented to Industry Liaison Groups (ILG) annually during the ILG conference.)
5. **DISTRIBUTION:** A, B

HAROLD M. BUSCH
Acting Deputy Assistant Secretary
for Federal Contract Compliance

DATE

ADM Notice/Other

1. **SUBJECT:** Outstanding Partnership and Liaison (OPAL) Award.
2. **PURPOSE:** (a) To outline the criteria and nomination process for the OPAL Award and (b) to solicit nominations for this award.
3. **BACKGROUND:** Beginning in 1992 the OFCCP presented an Industry Liaison Group with an EVE Award during the EVE/EPIC/Opportunity 2000 Award Ceremony to honor that group's commitment to equal employment opportunity in the workplace, and to recognize its support of the goals and mission of OFCCP. In 1996, the Deputy Assistant Secretary for OFCCP determined that the ILGs should be awarded a different award from the EVE because they are not Federal contractors or public interest groups and thus do not fall within the eligibility criteria for the EVE/EPIC/ Opportunity 2000 Awards. As a result, the Superior Achievement in Affirmative Action and Equal Employment Opportunity Award was established to honor the accomplishments of ILGs. This award became the Outstanding Partnership and Liaison (OPAL) Award in 2000. The nominating criteria are designed to fit the mission, objectives and goals of the Liaison Groups. Additionally, this award is presented at the Annual ILG Conference, not at the EVE/EPIC/Opportunity 2000 Awards Ceremony.

4. **AWARD CRITERIA:**

The following criteria apply to the Outstanding Partnership and Liaison (OPAL) Award:

- a. Nominee must show concrete accomplishments in the support of equal employment opportunity which were achieved by specific activities or projects of the ILG. The activity, for which the award is being sought, may be a single activity, or a multi-faceted activities program, including community based projects, directed towards changing the demographics of the workforce. The activity or event being considered for the award must have a substantial impact on enhancing equal employment opportunity. The activity should be considered a "best practice" that can be modeled by others to achieve positive results. It could be an educational activity if the impact of that activity was demonstrable and substantial.
- b. Nominees must have demonstrated activity by the ILG, which "supports the mission of OFCCP" and made a substantial, positive contribution to the public understanding of equal employment opportunity.

5. **ELIGIBILITY CRITERIA:** Nominee must be a local ILG and may be nominated by an OFCCP Regional Director or may self-nominate. Self-nominations are to be submitted to the OFCCP Regional Directors.

6. **NOMINATION AND SUBMISSION GUIDELINES:** The following are guidelines for preparing the nomination document:
 - a. Nomination submissions should be limited to the relevant information and should include the following data: nominee's accomplishments, how those accomplishments promote equal employment opportunity, and the length of time of the project.
 - b. Provide the following data on nominee: name and address of the group; name, address and title of the highest ranking official; and the name, address, title and telephone number of the contact person.
 - c. All nominations submitted to the National Office must be forwarded with a cover memorandum from the Regional Director. The memorandum should explain why the ILG is being nominated and should include appropriate support data substantiating the justification for the nomination. All self-nominations must be submitted to the appropriate Regional Director by June 5th of each year, reviewed by the Regional Director and forwarded with a cover memorandum and appropriate support documentation. Regional Directors will submit nominations for this award to the Deputy Assistant Secretary for Federal Contract Compliance, Attn: Director, Division of Management and Administrative Programs no later than June 15th of each year. Submissions should be addressed as follows:

Harold M. Busch
Acting Deputy Assistant Secretary
U.S. DOL/ESA/OFCCP
200 Constitution Ave., NW, Rm. C3310
Washington DC 20210

Attn: Director, DMAP

7. **THE ADMINISTRATIVE PROCESS:**

- a. A team of OFCCP managers will review and evaluate each nomination. Upon completion of this process, the team will make recommendations to the Deputy Assistant Secretary who will make the final selection.
- b. The nominee will be notified of their selection and provided with details regarding the presentation of the award.
- c. The ceremony will be held during the annual ILG Conference. Date and time of the award presentation will be announced.

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